



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

Covid19 Preparedness Plan and Pandemic Illness Response Plan (updated 12/16/2020)

Purpose

The purpose of this response plan is to reduce transmission of airborne illness among staff, protect people who are at higher risk for adverse health complications, maintain City/BPW operations, and minimize adverse effects on other entities.

Background

Most often, airborne illness is spread from person-to-person which happens during close exposure to a person infected. Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs, similar to how influenza viruses and other respiratory pathogens spread. These droplets can land in the mouths, noses, or eyes of people who are nearby or possibly be inhaled into the lungs. Most airborne illnesses are also spread by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

Common Types of Airborne Illness

Coronavirus (COVID-19), Influenza, H1N1, SARS, Avian Bird Flu, Anthrax, Tuberculosis, The Common Cold, Meningitis

1. Exposure Determination

1.1. The City of Zeeland has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2 or other airborne illnesses. City Management was responsible for the exposure determination. The city's positions fall into the following risk categories:

1.1.1. Lower exposure risk job tasks and procedures. These job tasks and procedures are those that do not require contact with people known to be or suspected of being infected with SARS-CoV-2 (or other airborne illnesses) nor frequent close contact (within 6 feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

1.1.1.1. The city has determined the following positions fit this low exposure category: Electric System Operators, BPW Mechanics, BPW Engineers, GIS Technicians, BPW Maintenance Workers, IT Manager, CWP Operators, CWP Electrical/Utility Specialist, CWP Senior Operator/Lab Tech,

Park/Cemetery Maintenance, City Mechanic, Deputy Assessor, Mayor, City Councilmembers and other Boards/Commission members.

1.1.2. Medium exposure risk job tasks and procedures. These job tasks and procedures include those that require frequent or close contact (within 6 feet) with people who may be infected with SARS-CoV-2 (or other airborne illnesses), but who are not known or suspected Covid-19 patients. In areas where there is ongoing community transmission, workers in this category may have contact with the general public.

1.1.2.1. The city has determined the following positions fit this medium exposure category: Electric Line Workers, Meter Reader, BPW Division Managers, BPW Water Operators, Clean Water Plant Superintendent, Water Utility Operations Manager, Equipment Operators – Streets/Parks/Cemetery, Asst. Supervisor Streets/Parks/Cemetery/Motor Pool, Public Works Operations Superintendent, City Clerk/Personnel Assistant, Admin. Asst. to City Clerk/Personnel Assistant, Election Workers, Custodians/Maintenance, Head Custodian, BPW Accountant, Deputy Treasurer/Accountant, City Accountant, Customer Service Representatives, Marketing Director, Special Events Coordinator, Library/Community Center Director, Librarians and Community Center Coordinator, Facilities Maintenance Supervisor, Building Official, Community Development Director/Assessor, Admin. Assistant to the Community Development Director/Assessor, Police Dept. Administrative Assistants, Crossing Guards, Assistant City Manager/Finance Director, City Manager, Admin. Assistant to City Manager, Utilities Manager/General Manager

1.1.3. High exposure risk job tasks and procedures. These job tasks and procedures are those with high potential for exposure to known or suspected sources of Covid-19 (or other airborne illnesses).

1.1.3.1. The city has determined the following positions fit this high exposure category: Chief of Police and Police Officers, Fire/Rescue Chief and Fire/Rescue Paid on-call members

1.1.3.2. In addition to the Transmission Reduction and Mitigation Efforts noted above that apply to all low, medium and high exposure positions, the Police Department and Fire/Rescue Department have an Exposure Control Plan and Respiratory Protection Plan for their high exposure positions. Those plans are available at the Public Safety Building and have been provided to the Police and Fire/Rescue employees.

FEEL THE ZEEL

1.1.4. Very high exposure risk job tasks and procedures. These job tasks and procedures are those with high potential for exposure to known or suspected sources of Covid-19 (or other airborne illnesses) during specific medical, postmortem, or laboratory procedures.

1.1.4.1. The city has determined the following positions fit this very high exposure category: none.

2. Transmission Reduction and Mitigation Efforts – When continuing in-person work the city must adhere to sound social distancing practices and measures, which included but are not limited to:

2.1. The city designates the following positions as worksite Covid-19 safety coordinators to implement, monitor and report on the Covid-19 control strategies developed under these rules.

2.1.1. City Hall: City Manager and Asst. City Manager/Finance Director

2.1.2. Library/Community Center: Library Community Center Director and Facilities Maintenance Supervisor

2.1.3. BPW Admin. Office: BPW General Manager and Division Managers

2.1.4. BPW Power Plant: BPW General Manager and Division Managers

2.1.5. Street Maintenance Facility: Public Works Operations Superintendent and Asst. Streets/Motor Pool/Parks/Cemetery Supervisor

2.1.6. Clean Water Plant: Clean Water Plant Superintendent and Senior Lab Tech

2.1.7. Public Safety Bldg: Police Chief and Fire/Rescue Chief

2.2. How to deal with sick employees

2.2.1. Actively encourage sick employees to stay home. Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 48 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

2.2.2. Prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of a pandemic type illness such as COVID-19 through such means as requiring a daily entry self-screening protocol.

2.2.2.1. Refer to Attachment A for a pre-shift Employee Questionnaire.

2.2.2.2. Record keeping for screening shall be maintained for one year from time of generation.

2.2.3. The city shall physically isolate any employees known or suspected to have Covid19 or other acute respiratory illness symptoms (i.e. cough,

FEEL THE ZEEL

-
- shortness of breath) from the remainder of the workforce, using measures such as, but not limited to:
- 2.2.3.1. Not allowing known or suspected cases to report to work.
 - 2.2.3.2. Sending known or suspected cases away from the workplace.
 - 2.2.3.3. Assigning known or suspected cases to work alone at a remote location (for example, their home), as their health allows.
 - 2.2.4. When an employer learns of an employee, visitor, or customer with a known case of Covid19 (or other pandemic airborne illness) the employer shall:
 - 2.2.4.1. Immediately notify the local public health department, and
 - 2.2.4.2. Within 24 hours of learning of the known case, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a known case of Covid19.
 - 2.2.4.2.1. Record keeping of the above notifications shall be maintained for one year from the date of notifications.
 - 2.2.5. Employees exposed to a co-worker with a confirmed airborne illness should refer to CDC guidance on how to conduct a risk assessment of their potential exposure.
 - 2.2.5.1. Refer to Attachment B for Covid19 Exposure Flowchart for guidance.
 - 2.2.6. The city shall allow employees with a known or suspected case of Covid19 (or other pandemic illness) to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC and they are released from any quarantine or isolation order by the local public health department. The city may require a Covid19 negative test (or other pandemic illness test) prior to a return to work at its discretion.
 - 2.2.6.1. Refer to Attachment C for a When is it Safe to Leave Home Flowchart for guidance.
- 2.3. How to deal with a sick family member
- 2.3.1. Employees who are well but who have a sick family member at home with an airborne illness should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
 - 2.3.1.1. Refer to Attachment B for Covid19 Exposure Flowchart for guidance.
- 2.4. Social Distancing
- 2.4.1. Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.

FEEL THE ZEEL

-
- 2.4.2. Flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.
 - 2.4.3. Adhere to social distancing measures recommended by the Centers for Disease Control and Prevention (“CDC”), including remaining at least six feet from people from outside the individual’s household to the extent feasible under the circumstances.
 - 2.4.4. Any in-person government activities must be performed consistently with the social distancing practices and other mitigation measures to protect workers.
 - 2.4.4.1. Refer to Attachment D for necessary in-person appointments and transactions procedure.
 - 2.4.5. Avoid face to face meetings when working within the same premises.
 - 2.4.5.1. As appropriate, conduct internal meetings electronically via phone or videoconferencing.
 - 2.4.6. City/BPW building lobbies or drop-off sites that remain open, will post social distancing markers and occupancy limit signs that align with CDC guidelines or other Department of Health Orders.
- 2.5. Electronic Meetings
- 2.5.1. If permissible under the Michigan Open Meetings Act and as determined appropriate (unless dictated by a Federal, State or County Order) by the Zeeland City Council and/or other public governing bodies serving the city, conduct meeting electronically via phone or video conferencing.
- 2.6. Gathering limits
- 2.6.1. Under orders that may be issued by a Federal, State or County agency, limit gatherings to restricted occupancy limits for such places as the Howard Miller Community Center, Lawrence Park Pavilion/Bowl, splash pad, other public meetings spaces; and for special events sponsored by the city.
- 2.7. Respiratory etiquette and hand hygiene by all employees
- 2.7.1. Posters will be placed that encourage [staying home when sick](#), [cough and sneeze etiquette](#), and [hand hygiene](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.
 - 2.7.2. Provide tissues and no-touch disposal receptacles for use by employees.
 - 2.7.3. Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.

FEEL THE ZEEL

-
- 2.7.4. Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
- 2.7.5. Staff are strongly encouraged to wear gloves whenever handling items from the public (mail, library materials, money, credit cards, etc.) Continue using good hygiene strategies and avoid touching your face. When removing gloves, use the process outlined by the CDC <https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>. A new pair of gloves should be used whenever the existing pair is removed or soiled in any way.
- 2.8. Perform routine environmental cleaning
- 2.8.1. The City/BPW will provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- 2.8.2. Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- 2.8.3. Departments will increase standards of facility cleaning to limit worker and patron exposure to pandemic type illness, such as COVID-19, as well as follow CDC recommendations to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- 2.8.4. Instructions for how to maintain a sterile area or field should be discussed. To the extent possible, employees shall not use other workers' phones, desks, offices, or other work tools and equipment. Staff sharing common phones and or equipment will be instructed in how to keep these clean and disinfected before use and between uses.
- 2.9. Supplies for Personnel
- 2.9.1. The City/BPW will provide approved face coverings.
- 2.9.1.1. Face coverings shall be worn when employees cannot consistently maintain 6 feet of separation from other individuals in the workplace and consider face shields when employees cannot consistently maintain 3 feet of separation from other individuals in the workplace.
- 2.9.1.2. Face coverings shall be required in shared spaces, including during in-person meetings and in restrooms and hallways.
- 2.9.2. Disinfecting cleaners, gloves for protection, as well as disinfecting wipes or cleanser should be available.
- 2.10. Advise employees before traveling to take certain steps

FEEL THE ZEEL

-
- 2.10.1. Advise employees to check themselves for symptoms of [acute respiratory illness](#) before starting travel and notify their supervisor and stay home if they are sick.
 - 2.10.2. Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
3. Maintaining Department Operations – Critical Infrastructure Worker Guidance
 - 3.1. The city may be asked by Federal, State or County agencies to restrict the number of workers present on premises to no more than is strictly necessary to perform the city’s critical infrastructure functions or its minimum basic operations.
 - 3.2. In-person activities that are not necessary to sustain or protect life or to support those businesses and operations that are necessary to sustain or protect life, may be suspended until normal operations resume.
 - 3.3. Each department will identify essential City/BPW functions, essential jobs or roles, and critical elements within your department.
 - 3.3.1. Necessary government activities include activities performed by critical infrastructure workers, including workers in areas such as law enforcement, public safety, first responders, public works utilities, financial services, IT and communications.
 - 3.3.1.1. Critical infrastructure workers are those workers described by the Director of the U.S. Cybersecurity and Infrastructure Security Agency in his/her guidance: [CISA Guidance](#).
 - 3.3.1.2. In most cases, during a pandemic response, critical infrastructure workers include some workers in each of the following sectors:
 - 3.3.1.2.1. Health care and public health
 - 3.3.1.2.2. Law enforcement, public safety, and first responders
 - 3.3.1.2.3. Food and Agricultural
 - 3.3.1.2.4. Energy
 - 3.3.1.2.5. Water and wastewater
 - 3.3.1.2.6. Transportation and logistics
 - 3.3.1.2.7. Public works
 - 3.3.1.2.8. Communications and information technology, including news media
 - 3.3.1.2.9. Other community-based government operations and essential functions
 - 3.3.1.2.10. Critical manufacturing
 - 3.3.1.2.11. Hazardous materials

FEEL THE ZEEL

-
- 3.3.1.2.12. Financial Services
 - 3.3.1.2.13. Chemical supply chains and safety
 - 3.3.1.2.14. Defense industrial base

3.3.2. Such activities also include, but are not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under this order.

3.3.3. The city evaluated its operations and in the event it is asked to limit in-person city operations to critical infrastructure workers and workers necessary to conduct minimum basic operations necessary to enable transactions that support the work of critical infrastructure workers as defined by the U.S. Department of Homeland Security Cyber Security & Infrastructure Agency (CISA) guidance or some other order, city operations considered critical infrastructure workers and/or workers necessary to conduct minimum basic operations include:

- 3.3.3.1. Law enforcement, public safety and first responders
 - 3.3.3.1.1. Chief of Police and Police Officers
 - 3.3.3.1.2. Fire/Rescue Chief and Fire/Rescue paid on-call members
 - 3.3.3.1.3. Admin. Assistants to support Public Safety Operations
- 3.3.3.2. Energy
 - 3.3.3.2.1. Electric System Operators
 - 3.3.3.2.2. Electric Line Workers
 - 3.3.3.2.3. Meter Reader
 - 3.3.3.2.4. Mechanics
 - 3.3.3.2.5. Engineers
 - 3.3.3.2.6. Technicians
 - 3.3.3.2.7. Maintenance Workers
 - 3.3.3.2.8. Division Managers
- 3.3.3.3. Water and Wastewater
 - 3.3.3.3.1. Technicians
 - 3.3.3.3.2. Operators
 - 3.3.3.3.3. Electrical/Utility Specialist
 - 3.3.3.3.4. Senior Operator/Laboratory Tech
 - 3.3.3.3.5. Clean Water Plant Superintendent
 - 3.3.3.3.6. Water Utility Operations Manager

FEEL THE ZEEL

-
- 3.3.3.4. Public Works employees needed to maintain streets, maintain safe and sanitary parks, maintain sewer lines, trash pick-up and removal, fleet maintenance, traffic signal maintenance, location of buried utilities, etc.
 - 3.3.3.4.1. Equipment Operators – Streets/Parks/Cemetery
 - 3.3.3.4.2. Park/Cemetery Maintenance
 - 3.3.3.4.3. Mechanic
 - 3.3.3.4.4. Asst. Supervisor Streets/Parks/Cemetery/Motor Pool
 - 3.3.3.4.5. Public Works Operations Superintendent
 - 3.3.3.5. Manage and oversee elections
 - 3.3.3.5.1. City Clerk/Personnel Assistant
 - 3.3.3.5.2. Admin. Assistant to City Clerk/Personnel Assistant
 - 3.3.3.6. Operations necessary to enable transactions that support utility customers and the work of critical infrastructure workers such as payroll and employee benefits, ensure continuity of building functions, facilitate others to work remotely, communications and information technology, and personnel who support Mission Essential Functions
 - 3.3.3.6.1. Custodians/Maintenance
 - 3.3.3.6.2. Head Custodian
 - 3.3.3.6.3. Accountants
 - 3.3.3.6.4. Deputy Treasurer/Accountant
 - 3.3.3.6.5. Customer Service Representatives
 - 3.3.3.6.6. Marketing Director
 - 3.3.3.6.7. Library/Community Center Director
 - 3.3.3.6.8. Facilities Maintenance Supervisor
 - 3.3.3.6.9. Community Development Director/Assessor
 - 3.3.3.6.10. Admin. Assistant to the Community Development Director/Assessor
 - 3.3.3.6.11. Assistant City Manager/Finance Director
 - 3.3.3.6.12. City Manager
 - 3.3.3.6.13. Admin. Assistant to City Manager
 - 3.3.3.6.14. Utilities Manager/General Manager
 - 3.3.3.6.15. Mayor and City Councilmembers
 - 3.3.3.6.16. City Attorney

4. Maintaining Operations - Telework (Remote Work) Guidance

- 4.1. As an alternative to work limitations that are necessary to complete critical infrastructure functions or minimum basic operations, the city may be asked to utilize telework, where it is feasible to do so, as means of mitigating the spread of airborne illness such as Covid19. To aid in this effort, the city should:

FEEL THE ZEEL

-
- 4.1.1. Explore whether any department operations allow for flexible worksites (e.g., telecommuting).
- 4.1.1.1. For employees who are able to perform some telework and it is feasible to do so, supervisors should encourage employees to telework instead of coming into the workplace.
- 4.1.1.2. When evaluating the feasibility of telework, ensure that the city has the information technology and infrastructure needed to support multiple employees who may be feasibly able to work from home.
- 4.1.1.3. Employees that are permitted to telework shall agree to abide by the City's Telecommute Policy found in the employee handbook.
- 4.1.1.4. If there is a Federal, State or County order strongly encouraging/requiring remote work, to the extent that employees can feasibly perform "essentially all" of their work activities remotely, they **shall not perform** in-person work unless extenuating circumstances such as, but not limited to, critical office coverage due to staff shortages, mail pick-up, etc. is required. City positions found to fit this category include:
- 4.1.1.4.1. Deputy Assessor, GIS Technician, Information Technology Manager, Events Coordinator
- 4.1.1.5. Employees that can perform some of their activities remotely, but also need to perform some in-person work activities as part of their job duties, shall be encouraged to perform some of their work activities remotely if it is feasible to do so. Activities that may limit the ability to perform remote work include such things as, but not limited to, the need for office coverage, collection of bill payments or invoicing, issuing permits, need to access to public documents, coordination of public meetings, supervision duties, etc. City positions found to fit this category include:
- 4.1.1.5.1. Deputy Clerk, Deputy Treasurer/Accountant, Finance Accountant (payroll), Administrative Services Supervisor – BPW, City Clerk/Personnel Assistant, Lead Accountant, Library/Community Center Director, Community Center Coordinator, Marketing Director, Police Sergeant, Facilities Maintenance Supervisor, Fire/Rescue Chief, Community Development Director/Assessor, Building Official, Water Utility Operations Manager, BPW Engineers, Chief of Police, Clean Water Plant Superintendent, Electric Transmission & Distribution Engineer, Electric Transmission & Distribution Manager, Electric Power Supply & Market Operations Manager, Assistant City Manager/Finance Director, City Manager/Superintendent, BPW General Manager

FEEL THE ZEEL

4.1.1.6. Employees that must perform in-person work for a significant portion of their work activities (physical activities for example) and/or an in-person presence is necessary throughout their work shift in order to assist in-person customers (for example, issue permits, collect payments) shall not be prohibited from in-person work. City positions found to fit this category include:

4.1.1.6.1. Custodians, Librarians, Facility Maintenance and Grounds, Administrative Assistants – Police, Community Development, City Manager/City Services, Utility Billing and Customer Service Representatives, Park/Cemetery Maintenance, Clean Water Plant Operators, Equip. Operators – Streets/Parks/Cemetery, CWP Electric/Utility Specialist, Mechanics, Public Works Operations Superintendent, Fire/Rescue, Police Officers, Crossing Guards, Election Workers, Electric System Operators, Electric Line Workers, Meter Reader, Water Operators.

5. Community and Department Monitoring

- 5.1. Monitor for increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness.
- 5.2. Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
- 5.3. Monitor the spread locally, throughout the state, and region using resources provided by local, state or federal emergency management.

6. Closing Facilities

- 6.1. Decisions to modify hours of operation or closure of facilities will be made by the City Manager or BPW General Manager and communicated through the department head. Department heads who feel there is a unique situation for their location should confer with the City Manager (City facilities) or BPW General Manager (BPW facilities).
- 6.2. If a decision to close a building(s) is made after the workday has begun, compensation will be paid as if the employee worked their normal schedule on that day.
- 6.3. If a decision to close a building(s) is made before the workday has begun, time off from scheduled work will be unpaid. However, the employee may use available paid leave time (sick, vacation, personal).

FEEL THE ZEEL

-
- 6.4. For extended duration events, the City/BPW will evaluate the need to create an emergency pay policy to cover staff that are not permitted to work under the critical infrastructure order and/or are not covered by local, state, or federal declarations.
 - 6.5. Prior to reopening a closed facility to the public, ensure the building and employees are capable of safely handling public visitors inside the building. A sample checklist of items to be considered prior to reopening a facility can be found as Attachment E.
 7. For additional information, please visit the websites for the Center for Disease Control, [cdc.gov](https://www.cdc.gov); Michigan Department of Health and Human Services, <https://www.michigan.gov/mdhhs/>; and the Ottawa County Health Department, <https://www.miottawa.org/health/ochd/>.
 8. In the event of a pandemic outbreak, the City/BPW, will evaluate local, state and federal orders and recommendations. Modifications to this plan may be made on a case by case basis.

FEEL THE ZEEL



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

Pre-Shift Covid19 Employee Questionnaire (11/18/2020 updated)

We will be performing a short screening for every dept. member before every shift. This screening will be self-administered.

Screening questions being asked:

Do you currently have any of the following symptoms?

- *Fever (a temperature greater than 100 degrees)*
- *Severe cough that has gotten worse in the last 48 hours*
- *Shortness of breath that started in the last 48 hours*
- *Muscle aches that started or has gotten worse in the last 48 hours*
- *In the last 48 hours you have felt significantly more tired than usual*
- *Do you have a runny nose or nasal congestion that started or has gotten worse in the last 48 hours?*
- *Do you have a sore throat that started or has gotten worse in the last 48 hours*
- *In the last 48 hours, have you had chills that are new or are getting worse*
- *In the past 14 days, have you been exposed to someone with known or suspected COVID19? Symptoms of COVID19 include fevers, chills, shortness of breath, muscle aches, fatigue, runny nose, nasal congestion, sore throat, nausea, diarrhea, and loss of taste or smell*

If YES to at least 1 of fever, uncontrolled cough, or atypical new onset of shortness of breath or you have been exposed to someone with known or suspected Covid19; or at least 2 of the following not explained by a known physical condition: loss of taste or smell, muscle aches, sore throat, severe headache, diarrhea, vomiting, or abdominal pain symptoms; do not report to work and:

Go to the “Spectrum Health Now” app and schedule a free screening. You will be contacted by a Doctor or PA for a video visit and will not be charged.
(Please download this app now, it can be used for family as well).

If you don’t have a smart phone, you can also call Spectrum’s hotline at 616.391.2380 or visit spectrumhealth.org/covid19.

If the medical staff advises you of COVID concerns, contact your supervisor and we will make arrangements.



If NO to the above:

- Return to work as usual.

Don't hesitate to call your supervisor if you have any questions.

**Employee Acknowledges the need to self-perform the Pre-Shift Covid19 Employee Questionnaire prior to every in-person shift.

Employee Signature

Date

FEEL THE ZEEL

CONTACT TRACING FLOW CHART

For potential and actual exposures to COVID-19

CLOSE CONTACTS OF A COVID-19 CASE

I live with or am caring for someone who has COVID-19.

I received a call that I am a close contact of someone who has COVID-19

You should self quarantine and monitor yourself for symptoms. A contact tracer or your local health department will call with instructions, or you can call your local health department.

THIRD-PARTY EXPOSURE; NOT CLOSE CONTACT

I have been in contact with a person who is a close contact of someone who has COVID-19.

I think someone I know has COVID-19.

You do not need to self quarantine, but it is a good idea to be vigilant and monitor yourself for symptoms.

How to monitor for symptoms

Check your temperature twice daily and watch for symptoms of COVID-19. Have you developed any [symptoms of COVID-19](#)?

YES

NO

Are you having **severe symptoms** like difficulty breathing, persistent pain or pressure in the chest, new confusion, inability to awaken or bluish lips or face?

YES

NO

Seek immediate medical attention.

Isolate from others and get tested for COVID-19. Find a test site a Michigan.gov/CoronavirusTest.

Call your doctor if you are concerned about your health, especially if you are severely immunocompromised.

Get answers to questions about:

Your health... call your doctor.

Quarantine or isolation... call your [local health department](#).

COVID-19... call the COVID-19 Hotline at 1-888-535-6136.

Contact tracing... call the MI COVID HELP Contact Tracing Line at 1-866-806-3447.

When is it safe to leave home

if you have symptoms of COVID-19 or live with someone who does?

CONTAIN COVID

TEST. TRACE. PROTECT.

MICHIGAN.GOV/CONTAINCOVID

Employers can't retaliate against workers for taking time away from work under these circumstances, but you must notify your employer.

If necessary, file a complaint with MIOSHA. Learn more at Michigan.gov/MIOSHAcomplaint.

For Me (Home Isolation)

I have been diagnosed with COVID-19.

I have developed one or more symptoms of COVID-19.

Begin home isolation for **10 days**.

After **10 days**, you may end home isolation if you meet these criteria:

- Have not had a fever for at least **24 hours, without the use of fever-reducing medication.**
- AND —
- Other symptoms, like cough or shortness of breath, **have improved.**

Close Contacts (Quarantine)

I live with someone diagnosed with COVID-19.

I live with someone who has developed one or more symptoms of COVID-19.

Begin final **10 days** of home quarantine after positive case is done with isolation. Monitor yourself for symptoms for 14 days.

You may end home quarantine if you **remain free of symptoms after 10 days.**

How do I monitor myself?



Check your temperature twice a day and look for common symptoms like:

- **Fever**
- **Cough**
- **Shortness of breath**

For a full list of symptoms, visit bit.ly/2xQkl60. If you are concerned about your health or have developed symptoms, contact your health care provider or urgent care.



Should I wear a face covering?

If you must leave home, every person regardless of health, should cover their nose and mouth with a homemade mask, scarf, bandana or handkerchief, especially when a 6-foot distance is difficult to maintain.

* **People with conditions that weaken their immune system might need to stay home longer than 10 days.** Always follow the advice of your healthcare provider. All processes on this chart are for the general public. They do not specifically apply to workers at a health-care facility, first responders and prison employees.



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

In-Person Appointment (Building Closed) COVID19 Procedure

1. If someone calls to schedule an appointment, first ask if the needed service, permit, etc. can be conducted via phone or online before scheduling an appointment.
2. If the appointment can't be conducted via phone or online, schedule the appointment and let the caller know that they must conduct a self-assessment and will be required (unless exempted by mask mandate order to wear a face mask upon entry to the building.
3. Prior to proceeding with the appointment, or allowing access to the city facility if it is closed to the public, ask the appointee if they conducted the self-assessment questions (below). If the answer to any is yes, the appointment will not proceed.

Do you currently have any of the following symptoms?

- Fever (a temperature greater than 100 degrees)
 - Recent onset or worsening cough within last 48 hours
 - Difficulty breathing within last 48 hours
 - Shortness of breath within last 48 hours
 - Muscle aches that started or became worse within last 48 hours
 - Runny nose or nasal congestion that started or has gotten worse in last 48 hours
 - Sore throat that started or has gotten worse in the last 48 hours
- In the last 48 hours, have you had chills that are new or getting worse
- Contact with a person who is known or suspected to have COVID-19

Additionally, appointees who display visible signs of respiratory illness will be asked to not proceed with the appointment and will not be granted access to the building if the building has been closed to the public.

4. If the appointment proceeds, maintain social distancing of at least 6', conduct the transaction in a Conference Room and wipe down/disinfect the area at the conclusion of the appointment.
5. Maintain a daily log of in-person appointments you, or your department, conduct in case we would have to provide that information to the Ottawa County Health Department for Covid19 diagnosis follow-up. The appointment log should include the following information: Date, arrival and departure time, name of person with whom meeting held, their business and/or personal address, their business and/or mobile phone numbers, and their email address.



In-Person COVID19 Transaction Procedures **(Building Open to Public)**

1. Visitors will be required (unless exempted by by a Mask Mandate Order to wear a face mask.
2. Instruct visitor to maintain social distancing (i.e., utilize the floor decals/signs indicating social distancing markers) until you are ready for the individual to approach the reception window to conduct the transaction. Staff may also utilize an available conference room if desired to allow for greater room (i.e., for plan reviews, etc.) while maintaining at least 6' social distancing at all times.
3. Gloves are suggested to be worn for any transactions that require the handling of materials (money, credit cards, permit forms, etc.) by following the appropriate glove procedures outlined in the Pandemic Response Plan.
4. Initiate the practice of setting plans/documents that are brought in from the public aside for a day or 2 as a precaution before further review/handling by staff (if time allows).
5. Wipe down/disinfect the area at the conclusion of the transaction and wash your hands.
6. Maintain a daily log of in-person transactions you, or your department, conduct in case we would have to provide that information to the Ottawa County Health Department for Covid19 diagnosis follow-up.

FEEL THE ZEEL



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

Sample Facility Re-Opening Checklist

- Identify social distancing parameters (minimum 6' distance) with appropriate markings on the floor at reception areas throughout the building.
- Place social distancing signs (i.e., main lobby areas) in easily visible areas throughout the building.
- Post appropriate Covid19 preventative measures (hand hygiene, respiratory etiquette, etc.) at workplace entrances and other areas easily visible.
- Reduce building occupancy limits (if require by Federal, State, County orders) to encourage social distancing.
- Close department/office doors from common lobby areas to avoid easy public access.
- Install sneeze guards at customer service counters and/or keep reception windows closed.
- Develop daytime cleaning checklists (handrails, countertops, doorknobs, shared equipment, public areas, etc.) for each department and assign routine implementation of the cleaning checklist to appropriate staff.
- Ensure adequate cleaning supplies are available in each department area and shared conference rooms.
- Ensure hand sanitizer is readily available at building entrances, common lobby areas, customer service counters, shared conference rooms, and department offices throughout the building.
- Train and review all facets of the Covid19 and Pandemic Illness Response Plan (and other building specific plans) with employees prior to building re-opening, including, but not limited to such things as:
 1. Social distancing best practices
 2. Respiratory etiquette, hand hygiene, etc.
 3. Regular cleaning of frequently touched surfaces.
 4. How to handle possible exposure to Covid19
 5. Pre-shift self-assessment of Covid19 symptoms
 6. When is it safe to return to work after Covid19
 7. How to conduct interactions with the public during customer interactions and/or appointments .